



IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF PUERTO RICO
José V. Toledo Post Office & Courthouse Federal Building
300 Recinto Sur St, Suite 109
San Juan, Puerto Rico 00901

Notice to the Bar and the Public

In Re: Changes to Miscellaneous Fee Schedules

Please, be advised that at its March 2013 session, the Judicial Conference of the United States (Judicial Conference) has approved several changes to the Miscellaneous Fee Schedules. Specifically, it approved (1) a number of amendments to simplify and clarify the Electronic Public Access Fee Schedule and its exemption policy; (2) a new general administrative fee for the Court of Federal Claims; (3) a clarification that a recently adopted general administrative fee for the district courts, which goes into effect on May 1, 2013, does not apply to an application for writ of habeas corpus; and (4) increases to two bankruptcy fees to conform them with recently enacted legislation.

The amendments to the two bankruptcy fees approved by the Conference are increases to the reopening fee for Chapters 9 and 15. The adjustment corresponds with an increase from \$1,000.00 to \$1,167.00 in the Chapter 11 filing fee mandated by the Temporary Bankruptcy Judgeships Extension Act of 2012 (Pub. L. No. 112-121). This change became **effective May 1, 2013**.

Please refer to attached document.

In San Juan, Puerto Rico, this 2nd day of May, 2013.

A handwritten signature in black ink, reading "Maria de los Angeles Gonzalez".

Maria de los Angeles Gonzalez, Esq.
Clerk of the Court



ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

HONORABLE THOMAS F. HOGAN
Director

WASHINGTON, D.C. 20544

April 17, 2013

MEMORANDUM

To: Chief Judges, United States Courts
Circuit Executives
Federal Public/Community Defenders
District Court Executives
Clerks, United States Courts

From: Judge Thomas F. Hogan

A handwritten signature in cursive script, reading "Thomas F. Hogan", is written over the printed name.

RE: MISCELLANEOUS FEES (INFORMATION)

At its March 2013 session, the Judicial Conference approved several changes to the miscellaneous fee schedules.¹ Specifically, it approved (1) a number of amendments to simplify and clarify the Electronic Public Access Fee Schedule and its exemption policy; (2) a new general administrative fee for the Court of Federal Claims; (3) a clarification that the recently adopted general administrative fee for the district courts, which goes into effect on **May 1, 2013**, does not apply to an application for a writ of habeas corpus; and (4) increases to two bankruptcy fees to conform them with recently enacted legislation.

The amendments to the Electronic Public Access Fee Schedule make a number of format and stylistic revisions, such as separating the various fees from the exemptions, assigning a number to each fee, and dividing the rules regarding fee exemptions into bullet points. They also clarify (a) the principles underlying the exemption policy; (b) that attorneys of record and parties in a case (including pro se litigants) may receive one free electronic copy of all documents filed electronically via the notice of electronic filing (or notice of docket activity); and (c) that non-case specific reports are not subject to the 30-page fee cap.²

¹ The District Court Miscellaneous Fee Schedule is issued pursuant to 28 U.S.C. § 1914; the Court of Federal Claims Miscellaneous Fee Schedule is authorized by 28 U.S.C. § 1926(a); the Bankruptcy Court Miscellaneous Fee Schedule is issued pursuant to 28 U.S.C. § 1930; and the Electronic Public Access Fee Schedule is issued pursuant to Sec. 404 of Pub. L. No. 101-515 and 28 U.S.C. §§ 1913, 1914, 1926, 1930, and 1932.

² The revised Electronic Public Access Fee Schedule went into effect on April 1, 2013 (See March 27, 2013, memorandum to circuit executives, district court executives and clerks).

The new \$50 general administrative fee for the Court of Federal Claims will create parity with the administrative fee for the district courts that the Judicial Conference approved at its September 2012 session, and the bankruptcy courts, which have had an administrative fee for many years. Like those fees, it will not apply to *in forma pauperis* filings. This fee appears as item 12 on the Court of Federal Claims Miscellaneous Fee Schedule. The Conference also amended the recently adopted administrative fee for the district courts (Item 14 on the District Court Miscellaneous Fee Schedule) to state that it will not apply to an application for a writ of habeas corpus. Both the district and Court of Federal Claims fees become effective May 1, 2013.

Finally, the Conference approved an amendment to the fees to reopen a Chapter 9 or Chapter 15 bankruptcy case set forth in Item 11 of the Bankruptcy Court Miscellaneous Fee Schedule. The adjustment corresponds with an increase – from \$1,000 to \$1,167 – in the Chapter 11 filing fee mandated by the Temporary Bankruptcy Judgeships Extension Act of 2012 (Pub. L. No. 112-121). These fees are linked to the statutory Chapter 11 filing fee and therefore needed to be increased. This change becomes effective May 1, 2013.

Revised fee schedules incorporating these changes are attached. If you have any questions concerning the District Court or Court of Federal Claims Miscellaneous Fee Schedules, please contact Daryll Butler, District Court Administration Division, at 202-502-1570. For questions concerning the changes to the Bankruptcy Court Miscellaneous Fee Schedule, please contact Mary Fritsche, Bankruptcy Court Administration Division, at 202-502-1540. Wendell Skidgel, of the Public Access and Records Management Division, can be contacted at 202-502-1500 for questions regarding the changes to the Electronic Public Access Fee Schedule.

Attachments

Effective May 1, 2013

Bankruptcy Court Miscellaneous Fee Schedule¹

The fees included in the Bankruptcy Court Miscellaneous Fee Schedule are to be charged for services provided by the bankruptcy courts.

- The United States should not be charged fees under this schedule, with the exception of those specifically prescribed in Items 1, 3 and 5 when the information requested is available through remote electronic access.
 - Federal agencies or programs that are funded from judiciary appropriations (agencies, organizations, and individuals providing services authorized by the Criminal Justice Act, 18 U.S.C. § 3006A, and bankruptcy administrators) should not be charged any fees under this schedule.
- (1) For reproducing any document, \$.50 per page. This fee applies to services rendered on behalf of the United States if the document requested is available through electronic access.
 - (2) For certification of any document, \$11.
For exemplification of any document, \$21.
 - (3) For reproduction of an audio recording of a court proceeding, \$30. This fee applies to services rendered on behalf of the United States if the recording is available electronically.
 - (4) For filing an amendment to the debtor's schedules of creditors, lists of creditors, or mailing list, \$30, except:
 - The bankruptcy judge may, for good cause, waive the charge in any case.
 - This fee must not be charged if -
 - the amendment is to change the address of a creditor or an attorney for a creditor listed on the schedules; or
 - the amendment is to add the name and address of an attorney for a creditor listed on the schedules.
 - (5) For conducting a search of the bankruptcy court records, \$30 per name or item searched. This fee applies to services rendered on behalf of the United States if the information requested is available through electronic access.

¹ Issued in accordance with 28 U.S.C. § 1930.

- (6) For filing a complaint, \$293, except:
- If the trustee or debtor-in-possession files the complaint, the fee must be paid only by the estate, to the extent there is an estate.
 - This fee must not be charged if -
 - the debtor is the plaintiff; or
 - a child support creditor or representative files the complaint and submits the form required by § 304(g) of the Bankruptcy Reform Act of 1994.
- (7) For filing any document that is not related to a pending case or proceeding, \$46.
- (8) Administrative fee for filing a case under Title 11 or when a motion to divide a joint case under Title 11 is filed, \$46.
- (9) For payment to trustees pursuant to 11 U.S.C. § 330(b)(2), a \$15 fee applies in the following circumstances:
- For filing a petition under Chapter 7.
 - For filing a motion to reopen a Chapter 7 case.
 - For filing a motion to divide a joint Chapter 7 case.
 - For filing a motion to convert a case to a Chapter 7 case.
 - For filing a notice of conversion to a Chapter 7 case.
- (10) In addition to any fees imposed under Item 9, above, the following fees must be collected:
- For filing a motion to convert a Chapter 12 case to a Chapter 7 case or a notice of conversion pursuant to 11 U.S.C. § 1208(a), \$45.
 - For filing a motion to convert a Chapter 13 case to a Chapter 7 case or a notice of conversion pursuant to 11 U.S.C. § 1307(a), \$10.

The fee amounts in this item are derived from the fees prescribed in 28 U.S.C. § 1930(a).

If the trustee files the motion to convert, the fee is payable only from the estate that exists prior to conversion.

If the filing fee for the chapter to which the case is requested to be converted is less than the fee paid at the commencement of the case, no refund may be provided.

- (11) For filing a motion to reopen, the following fees apply:
- For filing a motion to reopen a Chapter 7 case, \$245.
 - For filing a motion to reopen a Chapter 9 case, \$1167.
 - For filing a motion to reopen a Chapter 11 case, \$1167.
 - For filing a motion to reopen a Chapter 12 case, \$200.
 - For filing a motion to reopen a Chapter 13 case, \$235.
 - For filing a motion to reopen a Chapter 15 case, \$1167.

The fee amounts in this item are derived from the fees prescribed in 28 U.S.C. § 1930(a).

The reopening fee must be charged when a case has been closed without a discharge being entered.

The court may waive this fee under appropriate circumstances or may defer payment of the fee from trustees pending discovery of additional assets. If payment is deferred, the fee should be waived if no additional assets are discovered.

The reopening fee must not be charged in the following situations:

- to permit a party to file a complaint to obtain a determination under Rule 4007(b); or
- when a debtor files a motion to reopen a case based upon an alleged violation of the terms of the discharge under 11 U.S.C. § 524; or
- when the reopening is to correct an administrative error.

- (12) For retrieval of a record from a Federal Records Center, National Archives, or other storage location removed from the place of business of the court, \$53.
- (13) For a check paid into the court which is returned for lack of funds, \$53.
- (14) For filing an appeal or cross appeal from a judgment, order, or decree, \$293.

This fee is collected in addition to the statutory fee of \$5 that is collected under 28 U.S.C. § 1930 (c) when a notice of appeal is filed.

Parties filing a joint notice of appeal should pay only one fee.

If a trustee or debtor-in-possession is the appellant, the fee must be paid only by the estate, to the extent there is an estate.

Upon notice from the court of appeals that a direct appeal or direct cross-appeal has been authorized, an additional fee of \$157 must be collected.

- (15) For filing a case under Chapter 15 of the Bankruptcy Code, \$1167.

This fee is derived from and equal to the fee prescribed in 28 U.S.C. § 1930(a)(3) for filing a case commenced under Chapter 11 of Title 11.

- (16) The court may charge and collect fees commensurate with the cost of providing copies of the local rules of court. The court may also distribute copies of the local rules without charge.

- (17) The clerk shall assess a charge for the handling of registry funds deposited with the court, to be assessed from interest earnings and in accordance with the detailed fee schedule issued by the Director of the Administrative Office of the United States Courts.

For management of registry funds invested through the Court Registry Investment System, a fee at a rate of 2.5 basis points shall be assessed from interest earnings.

- (18) For a motion filed by the debtor to divide a joint case filed under 11 U.S.C. § 302, the following fees apply:
- For filing a motion to divide a joint Chapter 7 case, \$245.
 - For filing a motion to divide a joint Chapter 11 case, \$1167.
 - For filing a motion to divide a joint Chapter 12 case, \$200.
 - For filing a motion to divide a joint Chapter 13 case, \$235.

These fees are derived from and equal to the filing fees prescribed in 28 U.S.C. § 1930(a).

- (19) For filing the following motions, \$176:
- To terminate, annul, modify or condition the automatic stay;
 - To compel abandonment of property of the estate pursuant to Rule 6007(b) of the Federal Rules of Bankruptcy Procedure; or
 - To withdraw the reference of a case or proceeding under 28 U.S.C. § 157(d).

This fee must not be collected in the following situations:

- For a motion for relief from the co-debtor stay;
- For a stipulation for court approval of an agreement for relief from a stay; or
- For a motion filed by a child support creditor or its representative, if the form required by § 304(g) of the Bankruptcy Reform Act of 1994 is filed.

- (20) For filing a transfer of claim, \$25 per claim transferred.²

² This fee will be effective May 1, 2013.

Effective May 1, 2013

District Court Miscellaneous Fee Schedule¹

The fees included in the District Court Miscellaneous Fee Schedule are to be charged for services provided by the district courts.

- The United States should not be charged fees under this schedule, with the exception of those specifically prescribed in Items 2, 4 and 5, when the information requested is available through remote electronic access.
 - Federal agencies or programs that are funded from judiciary appropriations (agencies, organizations, and individuals providing services authorized by the Criminal Justice Act, 18 U.S.C. § 3006 and bankruptcy administrators) should not be charged any fees under this schedule.
1. For filing any document that is not related to a pending case or proceeding, \$46.
 2. For conducting a search of the district court records, \$30 per name or item searched. This fee applies to services rendered on behalf of the United States if the information requested is available through electronic access.
 3. For certification of any document, \$11. For exemplification of any document, \$21.
 4. For reproducing any record or paper, \$.50 per page. This fee shall apply to paper copies made from either: (1) original documents; or (2) microfiche or microfilm reproductions of the original records. This fee shall apply to services rendered on behalf of the United States if the record or paper requested is available through electronic access.
 5. For reproduction of an audio recording of a court proceeding, \$30. This fee applies to services rendered on behalf of the United States, if the recording is available electronically.
 6. For each microfiche sheet of film or microfilm jacket copy of any court record, where available, \$6.
 7. For retrieval of a record from a Federal Records Center, National Archives, or other storage location removed from the place of business of the court, \$53.
 8. For a check paid into the court which is returned for lack of funds, \$53.

¹ Issued in accordance with 28 U.S.C. § 1914.

9. For an appeal to a district judge from a judgment of conviction by a magistrate judge in a misdemeanor case, \$37.
10. For original admission of attorneys to practice, \$176 each, including a certificate of admission. For a duplicate certificate of admission or certificate of good standing, \$18.
11. The court may charge and collect fees commensurate with the cost of providing copies of the local rules of court. The court may also distribute copies of the local rules without charge.
12. The clerk shall assess a charge for the handling of registry funds deposited with the court, to be assessed from interest earnings and in accordance with the detailed fee schedule issued by the Director of the Administrative Office of the United States Courts.

For management of registry funds invested through the Court Registry Investment System, a fee at a rate of 2.5 basis points shall be assessed from interest earnings.

13. For filing an action brought under Title III of the Cuban Liberty and Democratic Solidarity (LIBERTAD) Act of 1996, P.L. 104-114, 110 Stat. § 785 (1996), \$6,355. (This fee is in addition to the filing fee prescribed in 28 U.S.C. § 1914(a) for instituting any civil action other than a writ of habeas corpus.)
 14. Administrative fee for filing a civil action, suit, or proceeding in a district court, \$50. This fee does not apply to applications for a writ of *habeas corpus* or to persons granted *in forma pauperis* status under 28 U.S.C. § 1915.
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United States Court of Federal Claims Fee Schedule¹

Following are fees to be charged for services provided by the United States Court of Federal Claims. For checks, please make them payable to: Clerk, U.S. Court of Federal Claims. No fees are to be charged for services rendered on behalf of the United States, with the exception of those specifically prescribed in items (2), (8) and (9). No fees under this schedule shall be charged to federal agencies or programs which are funded from judiciary appropriations, including, but not limited to, agencies, organizations, and individuals providing services authorized by the Criminal Justice Act, 18 U.S.C. § 3006A, and Bankruptcy Administrator programs.

1. For filing a civil action or proceeding, \$350.²
2. For reproducing any record or paper, \$.50 per page. This fee shall apply to paper copies made from either: (a) original documents; or (b) microfiche or microfilm reproduction of the original records. This fee shall apply to services rendered on behalf of the United States if the record or paper requested is available through electronic access.
3. For certification of any document or paper, whether the certification is made directly on the document or by separate instrument, \$11. For exemplification of any document or paper, twice the amount of the charge for certification.
4. For admission of attorneys to practice, \$176 each, including a certificate of admission.³ For a duplicate certificate of admission or certificate of good standing, \$18.
5. For receipt of a monthly listing of court orders and opinions, \$22 per year.
6. The court may charge and collect fees commensurate with the cost of providing copies of the local rules of court. The court may also distribute copies of the local rules without charge.
7. For a check paid into the court which is returned for lack of funds, \$53.
8. For every search of the records of the Court of Federal Claims conducted by the clerk of the court or a deputy clerk, \$26 per name or item searched. This fee shall apply to services rendered on behalf of the United States if the information requested is available through electronic access.

¹ Issued in accordance with 28 U.S.C. § 1926(a).

² Filing fee increase effective January 1, 2010.

³ Admission of attorneys to practice fee increase effective September 18, 2005.

9. For reproduction of an audio recording of a court proceeding, \$30. This fee applies to services rendered on behalf of the United States, if the recording is available electronically.
10. For filing or indexing any document not in a case or proceeding for which a filing fee has been paid, \$46.
11. For retrieval of a record from a Federal Records Center, National Archives, or other storage location removed from the place of business of the court, \$53.
12. Administrative fee for filing a civil action, suit, or proceeding with the Court of Federal Claims, \$50. This fee does not apply to petitioners granted *in forma pauperis* status under 28 U.S.C. § 1915.

Electronic Public Access Fee Schedule

(Issued in accordance with 28 U.S.C. § 1913, 1914, 1926, 1930, 1932)

Effective April 1, 2013

The fees included in the Electronic Public Access Fee Schedule are to be charged for providing electronic public access to court records.

Fees for Public Access to Court Electronic Records (PACER)

- (1) Except as provided below, for electronic access to any case document, docket sheet, or case-specific report via PACER: \$0.10 per page, not to exceed the fee for thirty pages.
- (2) For electronic access to transcripts and non-case specific reports via PACER (such as reports obtained from the PACER Case Locator or docket activity reports): \$0.10 per page.
- (3) For electronic access to an audio file of a court hearing via PACER: \$2.40 per audio file.

Fees for Courthouse Electronic Access

- (4) For printing copies of any record or document accessed electronically at a public terminal in a courthouse: \$0.10 per page.

PACER Service Center Fees

- (5) For every search of court records conducted by the PACER Service Center, \$30 per name or item searched.
- (6) For the PACER Service Center to reproduce on paper any record pertaining to a PACER account, if this information is remotely available through electronic access: \$0.50 per page.
- (7) For a check paid to the PACER Service Center returned for lack of funds: \$53.

Free Access and Exemptions

- (8) Automatic Fee Exemptions:
 - No fee is owed for electronic access to court data or audio files via PACER until an account holder accrues charges of more than \$15.00 in a quarterly billing cycle.
 - Parties in a case (including *pro se* litigants) and attorneys of record receive one free electronic copy, via the notice of electronic filing or notice of docket activity, of all documents filed electronically, if receipt is required by law or directed by the filer.
 - No fee is charged for access to judicial opinions.
 - No fee is charged for viewing case information or documents at courthouse public access terminals.

(9) Discretionary Fee Exemptions:

- Courts may exempt certain persons or classes of persons from payment of the user access fee. Examples of individuals and groups that a court may consider exempting include: indigents, bankruptcy case trustees, *pro bono* attorneys, *pro bono* alternative dispute resolution neutrals, Section 501(c)(3) not-for-profit organizations, and individual researchers associated with educational institutions. Courts should not, however, exempt individuals or groups that have the ability to pay the statutorily established access fee. Examples of individuals and groups that a court should not exempt include: local, state or federal government agencies, members of the media, privately paid attorneys or others who have the ability to pay the fee.
- In considering granting an exemption, courts must find:
 - That those seeking an exemption have demonstrated that an exemption is necessary in order to avoid unreasonable burdens and to promote public access to information.
 - That individual researchers requesting an exemption have shown that the defined research project is intended for scholarly research, that it is limited in scope, and that it is not intended for redistribution on the internet or for commercial purposes.
- If the court grants an exemption:
 - The user receiving the exemption must agree not to sell the data obtained as a result, and must not transfer any data obtained as the result of a fee exemption, unless expressly authorized by the court.
 - The exemption should be granted for a definite period of time, should be limited in scope, and may be revoked at the discretion of the court granting the exemption.
- Courts may provide local court information at no cost (e.g., local rules, court forms, news items, court calendars, and other information) to benefit the public.

Applicability to the United States and State and Local Governments

- (10) Unless otherwise authorized by the Judicial Conference, these fees must be charged to the United States, except to federal agencies or programs that are funded from judiciary appropriations (including, but not limited to, agencies, organizations, and individuals providing services authorized by the Criminal Justice Act [18 U.S.C. § 3006A], and bankruptcy administrators).
- (11) The fee for printing copies of any record or document accessed electronically at a public terminal (\$0.10 per page) described in (4) above does not apply to services rendered on behalf of the United States if the record requested is not remotely available through electronic access.
- (12) The fee for local, state, and federal government entities, shall be \$0.08 per page until April 1, 2015, after which time, the fee shall be \$0.10 per page.

Judicial Conference Policy Notes

The Electronic Public Access (EPA) fee and its exemptions are directly related to the requirement that the judiciary charge user-based fees for the development and maintenance of electronic public access services. The fee schedule provides examples of users that may not be able to afford reasonable user fees (such as indigents, bankruptcy case trustees, individual researchers associated with educational institutions, 501(c)(3) not-for-profit organizations, and court-appointed pro bono attorneys), but requires those seeking an exemption to demonstrate that an exemption is limited in scope and is necessary in order to avoid an unreasonable burden. In addition, the fee schedule includes examples of other entities that courts should not exempt from the fee (such as local, state or federal government agencies, members of the media, and attorneys). The goal is to provide courts with guidance in evaluating a requestor's ability to pay the fee.

Judicial Conference policy also limits exemptions in other ways. First, it requires exempted users to agree not to sell the data they receive through an exemption (unless expressly authorized by the court). This prohibition is not intended to bar a quote or reference to information received as a result of a fee exemption in a scholarly or other similar work. Second, it permits courts to grant exemptions for a definite period of time, to limit the scope of the exemptions, and to revoke exemptions. Third, it cautions that exemptions should be granted as the exception, not the rule, and prohibits courts from exempting all users from EPA fees.